Using ICT Courses for Workplace Reps

Learn a new skill! **Unite London and Eastern Region** is pleased to begin a programme of courses for computer users, to be held at Woodberry. This is the start of an ongoing programme that we hope to expand on, for Workplace Reps.

To kick us off, we are going to run a week of courses as follows:

27-28 June: Doing more with Word
A two day course aimed at those who already have a basic grounding in Word, but want to develop more advanced skills

29 June: Getting to Grips with E-Mails / Internet
A one day session for those who use basic functions, but would like to use e-mail & Internet more effectively

30 June: Getting to grips with Excel
A one day introductory course suitable for beginners or those with limited knowledge of spreadsheets

01 July: Creating effective presentations
A one day course to help you build professional-looking PowerPoint presentations from scratch.

N.B. these are all standalone courses; you don't have to commit to attending all of them. All the courses will be run in the 1st Floor meeting/training room, using the Education Department's laptops, from 9.30am to around 4.00pm.

Interested? For more information please read the Frequently Asked Questions overleaf…

Q. Who can attend these courses?

A. All Workplace Reps in the Region can apply, but we are strictly limited on numbers based on available equipment, so places will be allocated on a first come, first served basis. **It is each applicant's responsibility to ensure they secure time off work. Travel cost will be covered in line with Unite Education Policy on Expenses**

Q. What if I don't get a place?

A. We hope to run these courses again in the near future, so you should have another opportunity.

Q. How will the courses work?

A. The courses will be run on an informal, workshop basis, led by Mike Kidd, a TUC tutor with experience teaching ICT and other courses to diverse groups. Written materials will be provided for all to take away for future reference and, with the exception of the Outlook course, you will also be able to take your work away on a memory stick.

Q. Do the courses lead to any kind of qualification?

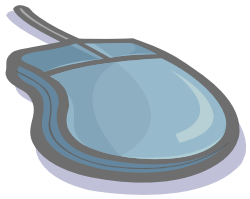
A. At this stage our priority is to get the programme up and running, so we have decided not to run accredited courses at present. There will be no tests or other assessment, though participants will receive a Unite certificate of completion. There may be provision for accredited learning at some point in the future.

Q. How do I know if the course is right for me?

A. We are asking all applicants to fill out a brief self-assessment questionnaire so that we can make sure that your chosen course is suitable for your needs. If we feel that the course is at the wrong level for your needs, we will discuss this with you further. This information will be treated in confidence.

Q. What if there are no courses on offer that interest me?

A. We hope that this is just the start of our programme. We aim to deliver further courses, based on the needs of Workplace Reps. You can help us make the provision match needs by letting us know what training you think would be useful.



To express an interest please send a brief email, detailing any course(s) you are interested in, to unite.ictcourses@gmail.com by **17June.**